

## Statement of Deficiencies

### 5303-C: Notification of Changes

Not Met

#### Findings/Corrections

5303.C.4. The Director did not notify the Bureau prior to making changes that had an effect on the license as [ THERE IS A NEW DIRECTOR IN THE CENTER WHO TOOK OVER THE POSITION ON 7/27/04. SHE HAS REMINDED HER SUPERVISER TO SUBMIT THE CHANGE TO LICENSING AND SHE HAS CALLED LICENSING TO SEE IF THE INFORMATION HAS BEEN RECEIVED. ACCORDING TO LICENSING THE INFORMATION HAS NOT BEEN RECEIVED. ].

### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. Center staff completed the children's daily attendance record and the record did not include [CHILDREN LEAVE ON THE BUS EACH DAY AND THE NAME OF THE BUS DRIVER OR THE NUMBER OF THE BUS IS NOT RECORDED IN ALL CLASSROOMS. SOME STAFF RECORD "THE BUS" INSTEAD OF THE BUS NUMBER OR THE DRIVER NAME]. The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released . This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

### 5307-C: Informed Consent

Not Met

#### Findings/Corrections

5307.C. The Provider did not obtain written, informed consent from the parent prior to releasing any information, recordings, photographs from which the child might have been identified. PROVIDER GETS PARENTS TO SIGN A BLANKET PERMISSION SLIP FOR RELEASING PICTURES TO THE NEWSPAPER. ( A ONE TIME CONSENT IS NOT ALLOWED) A CHILD'S PICTURE APPEARED IN THE PAPER RECENTLY AND THERE IS NO PERMISSION SIGNED BY THE PARENT FOR THE SPECIFIC DATE AND NAME OF THE NEWSPAPER IN WHICH THE PICTURE WOULD APPEAR..

### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Provider lacked documentation that staff, [ FIVE FOSTER GRANDPARENTS ], have annually reviewed the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider did not document observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented. EXPLANATION NOT ALWAYS GIVEN.

## Statement of Deficiencies

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### 5321-K: Incidents and Accidents

Not Met

#### Findings/Corrections

5321.K. The provider's documentation of incidents of injuries and accidents was incomplete as the following was not noted: [ TIME PARENT WAS CALLED ]. Date of incident was [ HEAD INJURY ON 1/28/05; 11/1/04; 8/17/04 ].  
A complete log includes: the name of child, date and time of incident, location where the incident took place, description of how incident occurred, part of body involved, actions taken, time of parental notification, signature of person notifying parent.

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### 5321-L: Illnesses and Unusual Behavior

Not Met

#### Findings/Corrections

5321.L. The Provider's documentation of illnesses was incomplete as it did not include: time of parental notification.  
Complete documentation includes: child's name; type/description of illness or unusual behavior; date and time of onset; action taken; time of parental notification; and signature of person notifying parent.

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### 5331-A: Transportation Arrangement Conforms to State Laws

Not Met

#### Findings/Corrections

5331.A. The Provider's transportation arrangements did not conform to state laws, including seat belts and child restraints as [ CENTER HAS FOUR BUSES AND ONE VAN IN USE FOR DAILY TRANSPORTATION. SEATBELTS WERE OBSERVED IN THE VAN BUT ACCORDING TO STAFF THE SEATBELTS ARE NOT USED. ].

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### 5333-F: Vehicles Visual Check

Not Met

#### Findings/Corrections

5333.F. The Provider's documentation of the vehicle check was incomplete and did not include the [TIME OF ARRIVAL AND DEPARTURE AT EACH LOCATION FOR FIELD TRIPS AND THE VISUAL CHECK AT THE END OF THE TRIP TO VERIFY THE VEHICLE IS EMPTY . TWO OUT OF FIVE DRIVERS DO NOT PROVIDE THE NEEDED INFORMATION.]. Complete documentation includes the signature of the person conducting the visual check and the time the vehicle was checked for each loading and unloading of children.

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### 5335-F: Visual Check of Vehicle

Not Met

#### Findings/Corrections

5335.F. Documentation of the visual check of the vehicle was incomplete as it did not include the [ THE SIGNATURE OF THE STAFF COMPLETING THE CHECK AT THE COMPLETION OF THE MORNING BUS RUN AND THE AFTERNOON BUS RUN. ]. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.